

Tappe & Sanchez Support Services **Respite Description**

Focus:

Respite is a community based service to allow children to be successful in different aspects in their life while providing the primary caregiver a break. The service will typically occur in the independent contractor's home. Independent contractors will work closely with the member, the member's family, Case Managers, and the MCO, if applicable.

Primary duties:

- Independent contractor will work with children and their caregivers to arrange times to care for the children.
- Ensure the safety and well-being of the person.
- Maintain the usual routine of the person.
- Honor all aspects of the person's human rights and adhere to all policies of confidentiality.
- Provide timely, complete, legible, and accurate documentation of respite services and comply with all reporting requirements.
- Represent Tappe & Sanchez Support Services in a positive and professional manner to persons, families, other independent contractors and the public.
- Notify a member of Tappe & Sanchez Support Services' management team of any changes in address, phone number, and emergency information.
- Provide own transportation and maintain a valid driver's license and auto insurance.

Knowledge, Skills, and Requirements:

- Prior experience assisting persons with mental illness is preferred but not required as long as the employee possesses a high school diploma or equivalent. Experience involving childcare or adult physical care skills is preferred.
- Must be at least eighteen years of age to provide respite services.
- Must complete 24 hours of training related to mental illness in the first year and 12 hours of training related to mental illness in subsequent years.
- All independent contractors must complete and receive clearance from the Bureau of Criminal Investigations and successfully pass dependent adult and child abuse registry checks.
- Must have and maintain a valid driver's license and reliable transportation.